

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS**

**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/11/2012**

**BOARD MEMBERS PRESENT:** Dale Eaton - Chair  
Vicky Goettsche  
Heidi Brough Nye  
Shirley Meyer

**BOARD MEMBERS ABSENT:** Linda L. Simon

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Eric Nelson, Board Prosecutor  
Marilyn London, Technical Records Specialist I

**OTHERS PRESENT:** Jamie Simpson, Facility Standards  
Tony Smith, Benton Ellis & Associates  
Kathi Brink, Residential Care Administrator  
James Winslow, Applicant  
Mark Phelps, Residential Care Administrator

The meeting was called to order at 9:00 AM MDT by Dale Eaton.

**APPROVAL OF MINUTES**

Ms. Goettsche made a motion to approve the minutes of April 11, 2012. It was seconded by Ms. Meyer. Motion carried.

Ms. Meyer made a motion to approve the minutes of June 14, 2012. It was seconded by Ms. Goettsche. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She said that the Board has no pending laws or rules at this time. The Bureau is in the process of purchasing a new licensing system which will be a onetime expense for each Board.

## **AMEND AGENDA**

It was moved by Ms. Brough Nye that the Board amend the agenda to include a Stipulation and Consent Order for case RCA-2012-11 that was just received this morning. It was seconded by Ms. Goettsche, motion carried.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which is linked above. The report indicated that the Board has a negative balance of (\$12,242.96) as of June 30, 2012. Ms. Hall explained that a decrease in new applications and an increase in investigative costs have played a part in the financial status. The Bureau will continue to monitor the budget.

## **DISCIPLINARY**

Mr. Nelson presented a memorandum and the Board provided its recommendation on case RCA-2012-14.

RCA-2012-12 – It was moved by Ms. Meyer that the Board close case RCA-2012-12 and send an advisory letter. It was seconded by Ms. Brough Nye, motion carried.

## **CONTINUING EDUCATION PROGRAM**

Ms. Brink presented a continuing education course titled, “Administrator’s Boot Camp II.” The Board approved the course for credit.

## **EXECUTIVE SESSION**

A motion was made by Ms. Brough Nye that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Goettsche. The vote was: Ms. Meyer, aye; Ms. Brough Nye, aye; Ms. Goettsche, aye; and Mr. Eaton, aye. Motion carried.

It was moved by Ms. Brough Nye to come out of executive session. It was seconded by Ms. Meyer. The vote was: Ms. Meyer, aye; Ms. Brough Nye, aye; Ms. Goettsche, aye; and Mr. Eaton, aye. Motion carried.

## **DISCIPLINARY**

Mr. Nelson presented a memorandum.

RCA-2012-19 – It was moved by Ms. Brough Nye that the Board close case RCA-2012-19. It was seconded by Ms. Meyer, motion carried.

The Board provided its recommendations on case RCA-2012-20.

### **STIPULATION AND CONSENT ORDER**

Mr. Nelson presented a Stipulation and Consent Order for RCA-2012-11. It was moved by Ms. Meyer to accept the Stipulation and Consent Order for RCA-2012-11 and authorize the Chair to sign on behalf of the Board. It was seconded by Ms. Brough Nye, motion carried.

### **\$INVESTIGATIVEREPORT\$\$**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Ms. Meyer moved to approve the Bureau's recommendation and authorize closure in case I-RCA-2009-21. It was seconded by Ms. Goettsche. Motion carried.

Ms. Meyer moved to approve the Bureau's recommendation and authorize closure in case I-RCA-2012-12. It was seconded by Ms. Goettsche. Motion carried.

Ms. Meyer moved to approve the Bureau's recommendation and authorize closure in case I-RCA-2012-16 and to send a warning letter to Respondent requiring them to make up the .5 hour deficiency within 30 days. It was seconded by Ms. Brough Nye. Motion carried.

Ms. Meyer moved to approve the Bureau's recommendation and authorize closure in case I-RCA-2012-17 and to send a warning letter to the Respondent. It was seconded by Ms. Brough Nye. Motion carried.

### **DISCIPLINE**

Ms. Peel presented a memorandum regarding continuing education for case RCA-2012-15. It was moved by Ms. Brough Nye that the Board approve the continuing education course for RCA-2012-15. It was seconded by Ms. Goettsche. Motion carried.

Ms. Peel presented a memorandum regarding continuing education for case RCA-2012-17. It was moved by Ms. Goettsche that the Board approve the continuing education course for RCA-2012-17. It was seconded by Ms. Brough Nye. Motion carried.

Ms. Peel presented a Stipulation and Consent Order for case RCA-2012-16. Ms. Brough Nye moved to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Goettsche. Motion carried.

Ms. Peel presented supervision reports for case RCA-2011-12. The reports were accepted by the Board.

## **NEW BUSINESS**

### **APPLICATION REVIEW PROCESS**

The Board and Bureau discussed the application review process for clarification. Ms. Brough Nye moved to authorize Bureau Staff to review applications and process those that meet the qualifications and contact the Chair with any questions. The whole Board will review nonstandard applications. It was seconded by Ms. Meyer. Motion carried.

### **CORRESPONDENCE**

The Board reviewed correspondence from Nicole Russell thanking the Board for considering the internship training program proposal, but letting them know that she has decided not to pursue the internship training program.

The Board reviewed correspondence from Jennifer Waldron informing the Board that the Institute for Professional Care Education purchased the Administrator online course from Provider Management Educational Services. There have been no changes to the course that was approved by the Board.

The Board reviewed a continuing education approval application from Tony Bell. The Board directed a letter be sent requesting additional information.

### **NATIONAL ASSOCIATION ADMINISTRATOR BOARDS**

Ms. Brough Nye attended the June 2012 NAB meeting in Providence, Rhode Island. Topics discussed covered uniformity in state requirements; continuing education online verses face-to-face; investigative processes, requiring background checks every two years; and Home Health licensing.

The next NAB meeting is scheduled for November 7-9, 2012 in San Diego, California and one Board member's expenses are paid by NAB excluding food. Ms. Meyer moved that the Board appoint Ms. Brough Nye as the Delegate to

attend the November 7-9, 2012 NAB meeting and Mr. Eaton as the Alternate and pay in accordance with state regulations, for any expenses not covered by NAB. It was seconded by Ms. Brough Nye. Motion carried.

## **EXECUTIVE SESSION**

A motion was made by Ms. Brough Nye that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials and continuing education audits. It was seconded by Ms. Meyer. The vote was: Ms. Goettsche, aye; Ms. Meyer, aye; Ms. Brough Nye, aye; and Mr. Eaton, aye. Motion carried.

It was moved by Ms. Meyer to come out of executive session. It was seconded by Ms. Brough Nye. The vote was: Ms. Goettsche, aye; Ms. Meyer, aye; Ms. Brough Nye, aye; and Mr. Eaton, aye. Motion carried.

## **APPLICATIONS**

It was moved by Ms. Meyer to approve the following applications for exam:

Gail Harris  
Ashely Lairson  
Leland Rasmussen  
Bridget Kosinski – pending passing the open book exam  
Brandi Meeks – pending passing the open book exam

It was seconded by Ms. Goettsche. Motion carried.

The Board reviewed continuing education audits and sent 6 to investigation.

**NEXT MEETING** was scheduled for October 11, 2012 at 9:00 AM MDT.

## **ADJOURNMENT**

It was moved by Ms. Meyer to adjourn the meeting at 1:50 P.M. MDT. It was seconded by Ms. Goettsche. Motion carried.

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Dale Eaton, Chair

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Vicky Goettsche

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Linda L. Simon

Heidi Brough Nye

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Shirley Meyer

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Tana Cory, Bureau Chief